



Bill Owens
Governor

Colorado Department of Local Affairs

Brian Vogt
Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

BULLETIN NO. 33

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: September 13, 2006

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.

www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
9/12/06	2006 Senior Exemption Data	Review with personnel.
9/13/06	Douglas County Position Opening	Review with staff. File in General Correspondence File.





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JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 2006 Senior Exemption Data

DATE: September 12, 2006

MEMORANDUM

Your report of all residential properties granted the senior exemption is due no later than October 10. If the report can be completed prior to the 10th, we would appreciate receiving it as soon as it is ready. The format for the three files is the same as it was last year, and is described in ARL Volume 2, pages 3.45 to 3.47.

Reports can be e-mailed to https://dola.colorado.gov/she_submissions/main. Please note that both the site itself and the data transmission are secured. If you are not able to e-mail the report, please save the files to a disk or a CD and mail it to the Division. If you have any questions, call Renee Bridges at (303)866-2130 or Greg Schroeder at (303)866-2681.





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JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Douglas County
Position Opening

DATE: September 13, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The Douglas County Assessor's Office has a position opening for an Appraisal Analyst. See attached announcement for more information.



**DOUGLAS COUNTY
ASSESSOR'S OFFICE**

Assessor Analyst: The Douglas County Assessors Office seeks an Appraisal Analyst to perform highly responsible and complex real property valuation modeling and analysis. Responsibilities include: Using data management tools to analyze real property data, applying statistical software applications to develop, test and refine mass valuation models for residential, vacant and commercial properties, applying appraisal expertise in delineating and applying neighborhood boundaries, maintaining accurate assessment and appraisal data in the Assessor's CAMA system, training and support of Assessor staff in the use of computer applications, conducting policy and procedural research as it applies to property assessment, and performing business process analysis. Other duties include monitoring and troubleshooting internal software applications to ensure data integrity and assisting appraisal groups in technical valuation tasks. Position requires knowledge of database structures and data analysis techniques as well as a thorough understanding of mass and independent appraisal concepts. The primary function of this position is to develop, test, apply and maintain competent valuation models and techniques which ensure accurate and equalized real property valuations across Douglas County. Qualifications: Requires a BS or BA degree from an accredited four year college or university, a Colorado Appraisal License and two years of experience in related fields. Applicants must have a valid CO driver's license. Hiring Salary: DOQ. Apply to Job # 62356. Open until filled.